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Getting Started Using the Web Version of Lexis-Nexis

The Library provides access to two different versions of the Lexis-Nexis database. Both allow you to search for federal and state case law as well as articles from a huge variety of newspapers, news wires, congressional transcripts, TV and radio transcripts, magazines, journals, business publications and more. Most documents are provided full-text (ASCII text only, no graphics or tabular data).

Lexis-Nexis Academic Universe is available from the Library's Databases page, http://library.nps.navy.mil/home/databases.htm. This version includes a more limited number of resources which are included in the full Lexis-Nexis product.

A comprehensive version of Lexis-Nexis is available on the web. This resource requires a password, and is the version covered in this handout.

These tips are designed to help you start using the web-based version of Lexis-Nexis. Additional information on searching is available from the Reference/Research Assistance Librarians and through the Lexis-Nexis help and search tip screens.

To access Lexis-Nexis on the web, go to either **http://www.nexis.com** or **http://www.lexis.com**. Most NPS users should use nexis.com, which is designed for searching journals, newspapers, magazines, and other "news" or article sources. lexis.com is designed for legal research.

Lexis-Nexis requires a password, which is changed every quarter – ask at the Reference/Research Assistance desk for the current password. *Use of these passwords is limited to NPS students, faculty and staff.*

Power Search is usually more effective than **Quick Search**. Please remember that when searching for a phrase using Quick Search, the phrase must be enclosed in quotation marks (for example, "military readiness").

Once you are in **Power Search**: To select the sources you'll use in your search, look at the top pull-down menu under *Source to Search*. This lists the sources that have been searched by other recent users of the Lexis-Nexis account. You can search any one of these, or you can select (ADD) other sources (see next page).

ADDING SOURCES: To see what other sources are available, click on *Find More Sources*. 📁 indicates a list of related sources; click on any of these that look like they might be useful for your topic. A tree-like hierarchy of options will appear, and you can **ADD ≥** any of these to your search sources. Detailed information about any of these sources can be found by clicking on the adjacent icon ❶. (Please note: In some situations, you'll be able to **ADD ≥** and search multiple sources; other time the database may limit you to adding and searching a single source.) If you are looking for a specific, or if you want to search for a keyword that's in the title of a journal or other publication, the *Find a Source* tab (under *Find More Sources*) will allow you to do this.

SUBTRACTING SOURCES: Click on *Edit My Sources*. The *Delete* hyperlinks will allow you to eliminate selected sources from your search.

SPECIFY A DATE RANGE (optional; note that some sources, including some of the News sources, automatically limit your search to a specific date range).

You may also elect to **SORT** your results (by date—latest date first—or by relevance).

SEARCH TECHNIQUES: Because Lexis-Nexis generally searches the full-text of documents in the sources you select, it is important to familiarize yourself with some basic search symbols and techniques so that you can increase the relevance of your results. To do so, click on "Search Tips" from either the Quick Search or Power Search screen. Examples of some important search techniques are provided in this handout in the section called "Lexis-Nexis Search Samples."

"CONNECTORS"

Connectors are terms that connect together two different concepts. Examples in Lexis-Nexis include:

AND
OR
AND NOT
w/*x*   [within *x* number of significant words]

Proper use of connectors is demonstrated on the last page of this handout.

SPECIAL CHARACTERS/"WILDCARDS"

Wildcard and truncation characters, the asterisk (*****) and the exclamation mark (**!**), can be used with Power Search on Nexis.com and either Power Search or Quick Search on Lexis.com   For example, **wom*n** will retrieve articles mentioning either woman or women. **terror!** will retrieve articles mentioning terrorists, terrorism, and other words beginning with the letters t-e-r-r-o-r. The exclamation point can only be used at the *end* of a word stem.

CUSTOMIZING YOUR RESULTS: Clicking on the *Customize* button on the upper right-hand portion of the screen allows you to specify how many results appear on each screen (1-99). You may also wish to choose a format in which your results display:

> **Document List** (citations only)
> **Expanded List** (includes search terms & approx. 5 words on either side of them)
> **KWIC** (Key Words in Context; shows search terms & approx. 20 words on either side of them)
> **Full** (shows the full text of each document).

DEFENSE INFORMATION: If you want to limit yourself to publications specifically related to military news and defense technology:
> go to **Power Search**
> click on [Find More Sources]
> click on **News**
> click on **By Industry & Topic**
> click on **Defense & Aerospace**
> click on ADD▸ for each publication you want to include in your search.

Lexis/Nexis Search Samples

biological terrorism
This is an example of phrase searching. Both terms must appear together. Phrases do not need to be put in quotes.

biological and terrorism
This is an example of Boolean searching and looks for both terms although they do not have to have any relationship to each other. Boolean connectors in Lexis/Nexis are AND, OR, AND NOT. They do not need to be capitalized.

biological w/3 terrorism
W/n is replaceable with any number you wish. It indicates that the terms you use must appear witin "n" number of significant words of each other, in any order.

biological pre/3 terrorism
The first term must always appear before the second term, within "n" significant words of each other.

headline(biological and weapon!)
The words biological and weapon! must both appear in the headline.
Note: Some files use "title" instead of "headline," but most news files will use "headline."

hlead(biological and weapon!)
The words biological and weapon! must both appear in the headline or the first portion of the body of the text.

atleast3 (biological weapons)
The phrase biological weapons must appear at least three times in the document.

DO YOU HAVE QUESTIONS ABOUT ANYTHING RELATED TO LEXIS-NEXIS?

We are glad to help.   Contact a Research Assistance Librarian with questions:

<div align="center">

Research Assistance Desk
Dudley Knox Library
(831) 656-2485
refdesk@nps.edu

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We can also be reached LIVE, M-F 0900-1600 by clicking the Ask a Librarian button on the library's home page at http://www.nps.edu/Library/index